

**SUMMARY OF THE
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JULY 26, 2000**

The Program Policy and Structure Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Wednesday, July 26, 2000, from 10 a.m. till 11:20 a.m. Eastern Daylight Time (EDT). The meeting was led by its new chair, Dr. Kenneth Jackson of the New York State Department of Health. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the priority of items before the committee, Scope of Accreditation/Fields of Testing, and to nominate a new member to the committee.*

COMMITTEE MEMBERSHIP

The committee agreed on a nominee for membership. Dr. Jackson will request that the NELAC Chair appoint the nominee as the new voting member.

SCOPE OF ACCREDITATION/FIELDS OF TESTING

A joint meeting was held during the Sixth NELAC Annual Meeting (NELAC VI) between the Program Policy and Structure, Proficiency Testing (PT), Regulatory Coordination, and Accrediting Authority Committees, and members of the Environmental Laboratory Advisory Board (ELAB) to discuss scope of accreditation and consistency issues.

It was suggested that NELAC might want to move from U.S. Environmental Protection Agency (EPA) Program/Method/Analyte approach to Matrix/Method/Analyte and/or Analyte Group.

The committee determined that they need to move forward on Fields of Testing because this has become the highest priority. It will be necessary to coordinate with the PT Committee, which will be considering re-structuring of the PT Fields of Testing. It was noted that the voting parties at NELAC VI decided to perform PTs by Matrix and Analyte, not by Method.

Committee members agreed to define the term 'equivalent methods' and begin work on determining which methods can be considered equivalent. Committee members volunteered to create lists of equivalent methods in an attempt to simplify the mutual recognition of methods by accrediting authorities (reciprocity). The committee will discuss matrix and grouping of analytes in upcoming teleconferences.

Committee Assignments

The following is a list of assignments for the committee members. The committee members will circulate the information they obtain on August 7, 2000 to prepare for the August 9, 2000 teleconference.

Safe Water Drinking Act

Organic Methods - Steve Clark

Inorganics & Bacteriology - Kenneth Jackson

Clean Water Act

Organics -Thomas McAnich

Inorganics - Elaine Sorbet

RCRA

Organics-Ann Rosecrance

Inorganics-Arthur Burton

Clean Air Act

Kenneth Jackson

OTHER ISSUES

NELAC as a Nonprofit Organization

The NELAC Board of Directors has chosen the Transition Committee to decide how this issue should be handled. The Constitution and Bylaws will need to be changed once the structure for a nonprofit organization becomes available.

Participation of Indian Tribes in NELAC

No action will be taken by the committee until the NELAC Board of Directors has determined the extent of interest in the tribes' participation in NELAC.

NELAC Policies and Accrediting Authority Decisions

To be discussed at a later date will be the operating procedures of the Accrediting Authority Workgroup. It was suggested to the committee that mechanisms need to be in place to ensure that accrediting authorities follow the NELAC system in promulgating changes to the NELAC Standard and policies. Dr. Jackson stated that the workgroup has consistently followed the NELAC process by suggesting any modifications to the NELAC Standard to the standing committees and any policy changes to the Board of Directors. There are already checks and balances in the system (i.e., National Environmental Laboratory Accreditation Program (NELAP) and the Accrediting Authority Review Board [AARB], etc.).

Glossary Updates

The revision of the Glossary is ongoing and Mr. McAninch will continue to work on it.

ADJOURNMENT OF TELECONFERENCE

Dr. Jackson adjourned the Teleconference at 11:20 a.m. The committee will meet again on August 9, 2000.

**ACTION ITEMS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JULY 27, 2000**

Item No.	Action	Date to be Completed
1.	Committee members will look at methods and see how many of them can be combined. Committee members will create lists of equivalent methods by technique and method.	August 7, 2000
2.	The committee will prepare at least one model of Fields of Testing	Interim Meeting

**PARTICIPANTS
PROGRAM POLICY AND STRUCTURE COMMITTEE MEETING
JULY 27, 2000**

Name	Affiliation	Address
Jackson, Kenneth Chair	New York State Department of Health	T: (518)485-5570 F: (518)485-5568 E: jackson@wadsworth.org
Aiello, Joseph (invited guest)	New Jersey Department of Environmental Protection	T: (609)633-3840 F: (609)777-1774 E: jaiello@dep.state.nj.us
Burton, Arthur	Sequoia Analytical Laboratory	T: (650)364-9600 F: (650)364-2048 E: burton@sequoialabs.com
Clark, Stephen	USEPA/OW	T: (202)260-7159 F: (202)260-4383 E: clark.stephen@epa.gov
Farrell, III, John (absent)	Analytical Excellence, Inc.	T: (407)331-5040 F: (407)331-4025 E: AEX@ix.netcom.com
Giesler, Barbara (absent)	New Mexico Environment Department (NMED)	T: (505)827-1400 F: (505)827-7545 E: barbara_giesler@nmenv.state.nm.us
Hogan, Mary Ann (absent)	Crystal Clear Ltd.	T: (302)655-8659 F: (302)655-8519 E: mahogan2@home.com
McAninch, Thomas	Eastman Chemical Co.	T: (903)237-5473 F: (903)237-6395 E: twmcan@eastman.com
Rosecrance, Ann	Core Laboratories	T: (713)329-7414 F: (713)895-8982 E: arosecrance@corelabcorp.com
Sorbet, Elaine	Louisiana Department of Environmental Quality	T: (225)765-2405 F: (225)765-2408 E: elaine_s@deq.state.la.us
Reading, Helen (Contractor Support)	Research Triangle Institute	T: (202)728-2044 F: (202)728-2095 E: hmr@rti.org